# [Name of your agency]

# INTERVENTION:

# Agency logo here

#### PROBLEM/SITUATION

[Describe the issue/problem that you hope to address by implementing the intervention]

### Aim

[Insert your aim statement here]

# Process Measures

[list your process measures here]

#### **KEY ACTION STEPS**

1. [list the key action steps that you will implement to achieve your aim]

#### **ANALYSIS**

[Describe what worked well and what didn't, changes that you made along the way, things that you might do differently next time]

#### RESULTS/OUTCOMES

[Indicate whether or not you achieved your aim and your measures. Describe your results.]

## **Outcome Measure**

[insert your outcome measure here]

# LESSONS LEARNED

[describe 2-3 key lessons that you learned through this QI process]